

# U.S. Army Corps of Engineers



## YOUR SAFETY AND HEALTH

Your Commanding Officer endeavors to provide working conditions that will maintain optimum employee safety and health. You are directly responsible for the health and safety of yourself but you also have an obligation to do your part in safeguarding the welfare of others. Report to your supervisor, for corrective action, anything that appears to be a safety hazard.

**FIRST AID AND MEDICAL CARE.** All Engineer organizations and activities maintain First Aid supplies/facilities where employees may obtain emergency treatment or first aid when they become ill or receive an injury on the job. You may use such facilities when the need arises. When you become ill or receive an injury on the job, you should inform your supervisor who will assist you in obtaining the care you need.

**REPORTING ACCIDENTS.** It is your responsibility to report to your supervisor any accident or injury to yourself as soon as possible. In case of serious injury, however, such notice is the responsibility of any employee who has knowledge of the circumstances. Your supervisor will ask you to document the incident on the proper forms so that in the event your injury becomes disabling, requiring prolonged medical treatment and time lost from work, such forms will be used as the basis for claiming compensation from the Office of Worker's Compensation Program (OWCP). The payments, while providing some financial relief in the case of unavoidable misfortune, are less than the salary that would have been received during the lost time to say nothing of the other distresses. Avoid accidents to yourself and others. Be safety conscious!

**SMOKING IN THE WORKPLACE.** Due to the increased health hazards of passive smoke on the non-smoker, smoking on government "premises is permitted only in designated areas. Check with your supervisor concerning smoking rules within your organization.

**DRUGS IN THE WORKPLACE.** Employees are expected to comply with all legal requirements pertaining to drugs.

**EMPLOYEE ASSISTANCE PROGRAM (EAP).** The Corps feels that employees are a valuable resource and that they should have the opportunity for easy access to sources that help them and their families resolve problems that interfere with an individual's personal well-being as well as job performance. The EAP is a voluntary program that helps employees and their families obtain professional guidance in dealing with a broad range of employee personal problems (alcohol and drug abuse, emotional, financial, marital, family, legal, etc.) in a strictly confidential manner. The Civilian Personnel Advisory Center (CPAC) has a EAP coordinator within the organization to assist you in accessing EAP services and to answer any questions you may have concerning the program. You may call the EAP activity that provides services for your organization directly or you can ask the EAP coordinator to assist you.